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STAFFORD OLIVIA PALMIERI
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 18, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-23

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Fringe Benefits Reporting for Calendar Year 2015

As a reminder, agencies are required to report certain information about employee fringe benefits to the Commissioner of Administration annually. **All** fringe benefits (cash, non-cash, taxable and non-taxable) must be entered in LaGov HCM. Taxable fringe benefits are reportable on employees' Forms W-2, therefore, agencies must ensure that the appropriate fringe benefit wage types are used in LaGov HCM to reflect the correct information on the employee's Form W-2. Refer to the [Procedures](#) page on the Office of State Uniform Payroll (OSUP) website for the [Annual Fringe Benefits Reporting](#) procedures.

All fringe benefits for 2015 must be entered by Monday, December 21, 2015 with a date of origin no later than December 20, 2015 or W-2c's will be required.

Contact the Office of Statewide Reporting and Accounting Policy (OSRAP) at (225) 342-0708 for questions about PPM 73 reporting requirements. If you have any other questions, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@la.gov or (225):

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